Cash	Management	Log
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STARBUCKS COFFEE COMPANY DEPOSIT REGRD GRAND TOTAL*_2357.55

DRB 17906

Cash Management Log
DAY- SUNDAY DATE - 4 14 110

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	Report Store Operating Funds	í
Signature:		

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

D	DEPOSIT INFORMATION
Deposit Prep	Deposit to Bank
Cash Controller	Taken By Cash Controller:
Preparing Deposit: (CA)	Date to Bank: 4-10
Start Time: 9' 18 According	Time to Bank:
Deposit Bag #: D 7 S	Deposit Bag #: 1074 60 0 0 1
Deposit Witness:	Banking Witness:
Deposit \$: 205 U. 24	Bank Validated \$: 5184 4
Completion Time: 9:39 Am	Bank Validation Time:
Change Order \$:	Change \$ Received:
Comments:	Comments:
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^{*}Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

[&]quot;Banking Wilness confirms that the co initials, date and time of co departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	36.
Date:	
Partner Name:	Heather
Register ID	
Over/Short \$:	
Comments:	

PARTNER	TILL AUDIT #2
Store Manager:	B6
Date:	414
Partner Name:	Manny
Register ID	2700
Over/Short \$:	(1.72)
Comments:	

PARTNER	TILL AUDIŢ#3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	l

P	ARTNER	TIP DROP LOG	;	
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
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1/12/11	SA	42769930	10	
TOTAL		17		
	-			
		<u> </u>		

D	M VERIFICATION	1	
DM Signature:	Date Reviewed:		
Comments:			

PARTNER	P REMOVAL (weekly)
PARTNÉR#:	INITIALS:
CC WITNESS (mandatory):	TIME:
DROP BAG #'S:	

*Witness on tip drop removals must be the scheduled cash controller

STARBUCKS COFFEE COMPANY DEPOSIT RECORD SRAND YOTAL\$___ DO NOT DISCARD UPON REMOVAL STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

CASH MANAGEMENT TROUBLESHOOTING

ISSUE: Till is short opening fund when CC counts down drawer after final use.

Possible Causes:

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

- 1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
- 2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
- Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on Comments section of Safe Count Log.
- 4. The shortage in the change bank must be corrected when the deposit is prepared

- 1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
- Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
- 3. Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on the Comments section of the Deposit Prep Log.

ISSUE: Unassigned till is over opening funds.

Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

- 1. Using the cash scale in cash calculator mode return the till to opening fund.
- Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
- Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds 3. drop" on the till drop bag.
- Record till drop bag in the correct Till Drop section per normal.

NEXT DAY:

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MW S.

ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions. Solution:

- 1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
- Make a note on the till drop bag that funds/sales media were pulled late.

ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

- Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
- Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS. Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

Solution:

- 1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
- 2. If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
 - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

NOTE: If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

- If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the
- If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
- After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).

ISSUE: Consolidated till drop bag funds do not match MWS deposit total:

Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

Solution:

- 1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
- Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
- Adjust deposit total to match actual funds on hand and accept deposit.
- Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).

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Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen. Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

- Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
- Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
- Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
- Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

- Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
- Count down combined funds from till and drop box using cash scale in cash calculator mode.
- Remove funds in excess of opening fund amount, leaving opening fund amount in till. 3.
- Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
- Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.

Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is

Deposit Prep Section Procedure:

- 1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
- Record deposit \$, deposit bag # and completion time.
- Deposit Witness records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
- Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

- Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
- Banking Witness records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
- Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

- Follow steps 1-4 of Final Use Till Count.
- Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit 2.
- Secure till with verified opening fund in POS drawer or safe.
- Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

- 1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
- F1 to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
- 3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

- Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
- Record date on tip drop bag.
- Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
- Secure tip drop bag in inner compartment of safe, behind door 2.
- Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

- Remove tip drop bags from inner compartment of safe (cash controller).
- Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
- Record CC initials as Witness and time.
- Transfer tip drop bags to partner processing tips.
- Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.

DRB 17910

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\$2.00	0	Ø	E	6						
\$5.00	134	119	119	120						
\$10.00	15	17	(1)	19						
\$20.00	32	37	31	39						
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Total Change Fund	1800	•		1811						
# Tills/Total \$	4/200	4 Active	active	40nes						
# Till Drops	TZ	0	80	NO						
Cust. Recov. Cert.	13	13	13	42						
P-Card	Y/60	Y //N)	(Ŷ)N	(3/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	12	0	45	110						
Comments:										

	Report Store Operating	g Funds	, ,
Signature:		\$ Amount Entered:	

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

	DEPOSIT	INFORMATION	
	Deposit Prep		Deposit to Bank
Cash Controller		Taken By Cash Controller:	Brandon
Preparing Deposit:	BRANDON GILLS	Date to Bank:	4/5/10
Start Time:	1042pm	Time to Bank:	20m
Deposit Bag #:	127 1576165	Deposit Bag #:	127157 (atles
Deposit Witness:	MURRIPURE	Banking Witness:	
Deposit \$:	16/6/16	Bank Validated \$:	1616.16
Completion Time:	1051pm	Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:		Comments:	

^{*}Deposit Witness confirms that cc initials, completion time, deposit stip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

[&]quot;Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

Р	ARTNER T	IP DROP LOG		
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
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	 -			

•	DM VERIFICATION
DM Signature:	Date Reviewed:
Comments:	
	. /

PARTI	VER	TIP REM	OVAL (W	reekly)
PARTNER #:	127	9/61	INITIALS:	3
CC WITNESS (ma	ndatory):	12	TIME:	115(A
DROP BAG #5: 9928 9921 9931 9927	99 99 99 1	130 125 124 121 126	1862	
*Witness on tip dro	p remova	is must be the sch	eduled cash contr	oller.

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		STO	RE COMM	UN	ICATIONS			,
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STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL\$__ DO NOT DISCARD UPON REMOVAL STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIP

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DAY-	DATE -	1 1

1				SAF	E COUN	T				
NAME	OPEN: CM	Elel	MID 1: (5)	aun	MID 2:		MID 3:		CLOSE:	
	START	END	START	END	START	END	START	END	START	END
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50.25	5	2	2_	22	22	19			ļ	
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Total Change Fund	1811	1811.	181	1800	1000	1.195	ļ			ļ
# Tills/Total \$	4000	aire		4 Active	achie	your		ļ		
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# Tip Bags		D	2	172	141	1)4()				
Comments:		7145	1900	SEXTRA		-8				

1	Report Store Operating Funds	î e
Signa		

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

	DEPOSIT	NFORMATION	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1
	Deposit Rrep.	and the second and the	Deposit to Bank
Cash Controller	Blancon	Taken By Cash Controller:	Clauren
Preparing Deposit:	Drawon	Date to Bank:	4 01
Start Time:	1140A	Time to Bank:	2157
Deposit Bag #:	127157 (012 61)	Deposit Bag #:	127157612/10
Deposit Witness	/ / /	Banking Witness:	
Deposit \$:	1997.56	Bank Validated \$:	1997.56
Completion Time:	120	Bank Validation Time:	417110
Change Order \$:	· • • • • • • • • • • • • • • • • • • •	Change \$ Received:	
Comments:		Comments:	

^{*}Deposit Witness confirms that cc initials, completion time, deposit stip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

[&]quot;Banking Wilness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

Store Manager:	_
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

, P	ARTNER	TIP DROP LOG		
PARTNER#	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1352870	(00)	427 69933	MN	9:369
1382870		42769932		9209

Date Reviewed:	
	Date Reviewed:

PARTNER '	IP REM	OVAL (w	eekly)
PARTNER #:		INITIALS:	
CC WITNESS (mandatory):	,	TIME:	
PROP BAG #'S:	4		

*Witness on tip drop removals must be the scheduled cash controller

		Cash	Manag	emen	t Log			
	• • •	STOR	E COMM	UNICA	TIONS	and the second of the second states	NAME OF THE OWNER.	ANTENDER OF
	COLERNAL DE	可以自由的			#MARKET			
DAY	-	· .	D	ATE -	ર્ક્યુ કુટ માર્ક્સ અને કેલ્પુ કર્યો કરો. સ્ટ્રાફ્ટ માર્ક્સ અને કેલ્પુ કર્યો કરો.	14 Side (Side Cal	Zer zakan	
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	<u> </u>	1	· · ·					
REGISTER 1 T	OP	TILL	DROP LOG		ISTER 1			DROP LOG
PARTNER	DROP BAG #	CC INITIALS	TIME		PARTNER NAME	DROP BAG #	CC INITIALS	TIME
BECZ	2230	(Pa)	11:30	Nic	holas	74752290	000	7:10p
Bridget	74752810	8	7:02p				 	
127,000				ļ			 	
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		and the same and a same and	Market Color	- printporregion	47. T. J. W. W.		500000000000000000000000000000000000000	L DR(0P)L0(
इंदिए। इस्का		Section State of Section 2 in case of	PIROPINGE TIME	71-35	PARTNER	E(e) (0)	T >86	TIME
PARTNER NAME	DROP BAG #	CC INITIALS	TIME		NAME		INITIANS	
Tittoon	2272	(B)	11:30		yorg-	747 520		237 6:209
Jours	14451852	6	7:00p		adta_	74452788	1	
				Cay	Stel	179736000		10:104
				<u> </u>				
	 							<u> </u>
	TOP		DROP LOG	त्रद	SISTER 3	BOTTOM	TIL	LL DROP LO
REGISTER 3	DROP BAG #	CC	TIME		PARTNER	DROP BAG #	CC INITIALS	TIME
NAME		INITIALS		-	NAME	_	INTERES	
		<u> </u>						
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		1	<u> </u>	<u></u>			nauro contantina	and the second second
्राव्यक्षाच्या](0):2		unida de			%=(e);53e);[\$%	CC	EEOCOPIG TIME
PARTNER	DROP BAG #	CC INITIALS	TIME		PARTNER NAME	DROP BAG #	INITIALS	
NAME		MILIARO						
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STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL*---DO NOT DISCARD UPON REMOVAL STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

DAY-_____ DATE - ___/__/

				SA	FE COU	VT .				,
NAME	OPEN:	(3)	MID 1:		MID 2:		MID 3:		CLOSE:	48162
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	500	12:33							6:00F	10:100
\$0.01	4	18							18 "	10
\$0.05	Ч	14							14	12
\$0.10	6	13							13	10
\$0.25	14	22							22	[8]
\$1.00	235	233							733	246
\$2.00	0	-0								
\$5.00	175	235							1735	237
\$10.00	21			T						i
\$20.00	15	3							3	5
OTHER \$'s	.6	0							_	
Total Change Fund	1800	1800							800	800
# Tills/Total \$	4/200	4/200							active	40W)
# Till Drops	7	2								5
Cust. Recov. Cert.	12	13							13	13_
P-Card	(801/R)	Y /(N)	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	BY O	YXD
# Tip Bags	3	60 4							4	17
Comments:										

	Report Store Operatin	g Funds	
Signature:		\$ Amount Entered:	

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

	EPOSIT INFORMATION
Deposit Prep	Deposit to Bank
Cash Controller	Taken By Cash Controller:
Preparing Deposit:	Date to Bank:
Start Time:	Time to Bank:
Deposit Bag #:	Deposit Bag #:
Deposit Witness:	Banking Witness:
Deposit \$:	Bank Validated \$:
Completion Time:	Bank Validation Time:
Change Order \$:	Change \$ Received:
comments:	Comments;

^{*}Deposit Witness confirms that co initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

PARTNER	TILL AUDIT #1
Store Manager:	
Date:	
Partner Name:	
Register IO	
Over/Short \$:	
Comments:	

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

P	ARTNER	TIP DROP LOG		
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
. 57	BD	42769934	ML	6:52pm
		- 3	<u> </u>	

DM VERIFICATION		
DM Signature:	Date Reviewed:	
Comments:		

PARTNER TIP	REMOVAL (weekly)
PARTNER #:	INITIALS:
CC WITNESS (mandatory):	TIME:
DROP BAG #'S:	
"Witness on tip drop removals must	be the scheduled cash controller.

	STORE COMM	UNICATIONS			
DAY -		ATE -	er va svet ege er av seel in h	a par angan pend	
	. (196 <u>8-1988)</u> 1980-1981 - Janes J. (1988-1988)		S		
Mornin	2				
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persoler #1, said	d someon	o wall	OSCC CHE	an u	
one boxes in U	re route	,			
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			, '		
	····				
		REGISTER 1 E	CTTOM	711.1	DROP LOG
REGISTER 1 TOP PARTNER DROP BAG # NAME	TILL DROP LOG CC TIME INITIALS	PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Heatha 2-309	12:多	Tiffany	2308	œ	9:330
Davis 2298	(m) 8:30F				
1.01			(56.87)		
RECENER / DROP BAG#	THE DROPE OF	PARTNER	O DROP BAG #	्रमाध्य I cc	DROP ROC
NAME	INITIALS 1: 20	NAME	72n4	INITIALS	3pm
Nicold 74752306	00:100	Tameka		0	
7.86			36-01		
REGISTER 3 TOP	TILL DROP LOG	REGISTER 3		TILI	DROP LOG
PARTNER DROP BAG # NAME	CC TIME INITIALS	PARTNER NAME	DROP BAG #	CC INITIALS	TIME
		7 7 7 7 7 7 7 7 8 8 8 8 8 8 8 8 8 8 8 8	Volendo) V Essessi		
PARTNER DROP BAG #	TILL DROP LOG CC TIME	PARTNER NAME	DROP BAG #	CC INITIALS	MITTIME
NAME	INITIALS	IVANIE		111111111111111111111111111111111111111	
			1.		1

				SAF	E COU	IT				
NAME	OPEN:	(9)	MID 1: 150	a Way	MID 2:		MID 3:		CLOSE:	XSIEX
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	500	1153	20m	GAM					6000	10:37
\$0.01	KO	26	26	24					241	20
\$0.05	12	12	12	112					12	12
\$0.10	10	14	14	10					10	7
\$0.25	18	15	15	12					12	10
\$1.00	236	243	243	222					200	209
\$2.00	₩	0		<u> </u>					1 1	7
\$5.00	239	204	204	204					7:04	168
\$10.00	陈	0	Ø	3					3	A
\$20.00	1 5	14	14	16					16	27
OTHER \$'s	0	0	Ø	Ø						
Total Change Fund		1800	1800	1800					1800	1800
# Tills/Total \$	4200	4/200	4Active	Stetive/20	د				active	YOW
# Till Drops	8	TL	12	72						3
Cust. Recov. Cert.	17	12	35	5				,	5	5
P-Card	Y/(\$V)	Y (10)	Y/(1)	Y/(R)	Y/N	Y/N	Y/N	Y/N	VIAV	Y/(P)
# Tip Bags	3	Th	10	R					172	72
Comments:			,							

1		Report Store Operating Funds	
٠	Signature:	\$ Amount Entered:	
•		· · · · · · · · · · · · · · · · · · ·	

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

<u> </u>	DEPOSIT	INFORMATION	
	Deposit Prep	editional and real	Deposit to Bank
		Taken By Cash Controller:	Branien
Cash Controller Preparing Deposit:	Plandon	Date to Bank:	4/8/10
Start Time:	1130 A~	Time to Bank:	1230pm
	1271576173		127/526173
Deposit Witness:	NaCO Commencia attituidad - mic and	Banking Witness:	Xi (aBD)
Deposit \$:	2105.72	Bank Validated \$:	2135.72
Completion Time:	12pm	Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:		Comments:	

^{*}Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

PARTNER	TILL AUDIT #1
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

Store Manager:	TILL AUDIT #3
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

! P/	ARTNER	TIP DROP LOG		
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
115931	(6V)	42769935	74	11:35
			V	
	.,			

[OM VERIFICATION	
DM Signature:	Date Reviewed:	
Comments:	······································	
Comments:		

PARTI	IER	TIP REM	OVAL (w	eekly)
PARTNER #:			INITIALS:	
CC WITNESS (mar	ndatory):		TIME:	
DROP BAG #'S:				
"Witness on tip drop	removal	s must be the sch	eduled cash contro	oller.

DAY- DATE- The raspbora scores were moldy today I called time Battett (35449) and Quality Assurance (8325640) REGISTER 1 TOP TILL DROPLOS PARTNER DROPBAG# CC TIME NAME NAME NAME NAME NAME NAME NAME
REGISTER 1 TOP TILL DROP LOS PARTINER DROP BAG # DEPLANS TIME NAME DROP BAG # DEPLANS THAT DROP LOS PARTINER DROP BAG # DEPLANS THAT DROP BAG # DEPLANS THE DROP BAG
The raspbergy scores were moldy today. I called tinto Battett (3.5445) and Quality Assurance (8325640) REGISTER 1 TOP TILL DROP LOS PARTINER DROP BAG # CC TIME PARTINER DROP BAG # CC TIME NAME N
REGISTER 1 TOP TILL DROP LOS PARTNER DROP BAG # CC TIME NAME CYCL CONTROL CONTROL PARTNER DROP BAG # CC TIME NAME CYCL PARTNER DROP BAG # CC TIME NAME CYCL PARTNER DROP BAG # CC TIME NAME REGISTER 1 BOTTOM PARTNER DROP BAG # CC TIME NAME DROP BAG # CC TIME NAME PARTNER DROP BAG # CC TIME NAME PARTNER DROP BAG # CC TIME NAME DROP BAG # CC TIME NAME NAME DROP BAG # CC TIME NAME DROP BAG # CC TIME NAME DROP BAG # CC TIME NAME NAME NAME NAME NAME NAME NAME NA
REGISTER 1 TOP TIL DROP LOS PARTNER DROP BAG # CC TIME NAME TAMAL LA LI 36 B 32P DAULD TAMAL LA LI 36 B 32P DAU
REGISTER 1 TOP TILL DROP LOS PARTNER DROP BAG # CC TIME NAME PARTNER DROP BAG # CC TIME NAME THE DROP BAG # CC TIME DROP BAG # CC TIME NAME PARTNER DROP BAG # CC TIME NAME NAME DROP BAG # CC TIME NAME NAME NAME NAME DROP BAG # CC TIME NAME NAME NAME NAME NAME NAME NAME NA
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PARTNER DROPBAG# CC TIME NAME NAME NAME NAME
HEALTH OG 46 (SD) (D:CO) HEALTH OG 44 D SBP TAMINA 1136 D 3340 DAWD 749 SIO 44 D 10:SOP REGISTER PARTNER DROP BAG# CC TIME NAME NAME NAME NAME NAME NAME NAME NA
TAMIKA 1136 D 3360 Dawld 749 Sto 44 of 10:50 F RECISTERATE DROPBAG# CC TIME NAME DROPBAG# CC TIME NAME INITIALS
PARTNER DROP BAG # CC TIME NAME DROP BAG # CC TIME NAME INITIALS
REGISTERVATER DROP BAG # CC TIME PARTNER DROP BAG # CC TIME NAME NAME INITIALS
PARTNER DROPBAG# CC TIME PARTNER DROPBAG# CC TIME NAME INITIALS
PARTNER DROPBAG# CC TIME PARTNER DROPBAG# CC TIME NAME INITIALS
PARTNER DROP BAG # CC TIME NAME INITIALS
Bridget 1133 BD 438 Manny 1132 BD 1200 Bhana 1448/140 CD 9:300 Manny 0042 B 6py
Thana 1448/140 CM 9:30p Manny 0012
PEGISTER 3 TOP TILL DROP LOG REGISTER 3 BOTTOM TILL DROP LOG
PARTNER DROP BAG # CC TIME PARTNER DROP BAG # CC TIME
NAME INITIALS NAME
THE PARTIES DROP BAG# CC TIME PARTNER DROP BAG# CC TIME
PARTNER DROP BAG # CC TIME NAME INITIALS INITIALS INITIALS

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL\$___ PATE: TO NOT DISCARD UPON REMOVAL STAPLE TO CHSH MANAGEMENT LOG WITH VALIDATED RECEIPT~~~

DRB 17922

				U						
				SAF	E COU	VT.				
NAME	OPEN:	Radyot	MID 1: BR	MARKEN	MID 2:		MID 3:		CLOSE.	COL
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	SAM	130	1300	6pm					60m	1
\$0.01	20	20	20	16					16	
\$0.05	112	12	12	[]]					11)	
\$0.10	7	Lla	12	19					9	
\$0.25	10	13	18	14					14	
\$1.00	209	209	209	219					219	
\$2.00	6	0	01	1	1	1				
\$5.00	168	263	263	227	 	1			77.7	
\$10.00	4	-6-	d	3	<u> </u>				3	
\$20.00	27	-6	d	10		1			10	
OTHER \$'s	1	482	00	O	1					
Total Change Fund	4800	1800	1800	1800		1			1801	
# Tills/Total \$	1/200	1/200	4 Action	2/2007AL					arrie	
# Till Drops	12-	元	2	77_	l				Trans	
Cust. Recov. Cert.	5	.3	3	3	t ——		—	1	1-3-	
P-Card	Y/00	YIND	Y(N)	YA	Y/N	Y/N	Y/N	Y/N	Y/60	Y/N
# Tip Bags	1/	TU	0	12					76	
Comments:						*	1		1	
Comments:			Ī						i	

	Report Store Operating	g Funds	į
Signature:		\$ Amount Entered:	

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

	DEPOS	IT INFORMATION
************	Deposit Prep	Deposit to Bank
Cash Controller	Bo >	Taken By Cash Controller: Ofen or
Preparing Deposit:	Dranvon	Date to Bank: 4/9/16
Start Time:	12031	Time to Bank: 1230,0
Deposit Bag #:	127157615	Deposit Bag #: 12767615
Deposit Witness:	XOU	Banking Witness: 🗸 🔥
Deposit \$:	2036.5	Bank Validated \$:
Completion Time:	12208	Bank Validation Time:
Change Order \$:		Change \$ Received:
Comments:		Comments:

Deposit Witness confirms that coinitials, completion time, deposit slip amount and sealed deposit bag if are accurately recorded in Deposit Prep section.

"Banking Witness confirms that the coinitials, date and time of co

PARTNER	TILL AUDIT #1
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER	TILL AUDIT #2
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER	TILL AUDIT #3
Store Manager:	, in the second
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

P	ARTNER	TIP DROP LOG		
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1683069	TJ	42769936 (50	3:29
1683069	B	42769937		3.29

Date Reviewed:	
	Date Reviewed:

PARTI	IER TIP R	REMOVAL (W	eekly)
PARTNER #:		INITIALS:	
CC WITNESS (ma	ndatory):	TIME:	
OROP BAG #S:			
"Witness on tip dro	o removals must be	the scheduled cash contro	oller.

	STORE COMMUNICATIONS							
DAY		." "	D	ATE				
	Karaman Karaman	Parket ST	ers are state					
<u> </u>								
				<u>-</u>				l
								
			,					
				- FIEO	OTED 4	POTTOM	÷	prionuos
REGISTER 1	TOP DROP BAG #	CC	DROP LOG	Р	ARTNER	BOTTOM DROP BAG #	CC	L DROP LOG TIME
NAME	1056	INITIALS	3	Nic	ola	74451551	INITIALS	8:490
Davis	74481042	(GE)	8:450					
	<u> </u>				<u> </u>		 	
								ļ
REGISTER 2	DROP BAG #	ं शोष	DEGRACOS TIME	State Mark to the Control	ARTNER	DROP BAG#	СС	TIME
NAME		INITIALS		1000	NAME	74451048	INITIALS	81490
Henther	1058 74451054	67	8:490	mo	2010	1113101	3	9.179
Tambea	94451547	(m)	10:40					-
				-			-	
								<u></u>
REGISTER 3	TOP		L DROP LOG		ISTER 3	BOTTOM DROP BAG #	CC	LL DROP LOG
PARTNÉR NAME	DROP BAG#	CC	TIME		NAME		INITIALS	
		<u> </u>	-					
								<u> </u>
RECORE	41(0)5		INDROPKOG	13136	Bilik		Security Control of the Control of t	NEDROPINA
PARTNER NAME	DROP BAG #	CC INITIALS	TIME		PARTNER NAME	DROP BAG #	CC	1
		1					+	
	•							-
1				 				

STÄRBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL\$_

5 DO NOT DISCARD UPON REMOVAL STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

	Cash Management Log	717168998
DAY-	Solvey DATE - 1 1	fillebile

				SA	FE COUN	IT				,
NAME	OPEN:	130)	MID 1:		MID 2:		MID 3:		CLOSE:	Net
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	64	30							\$:00 p	10:300
\$0.01	12	10							8	0
\$0.05	111	10							10	8
\$0.10	8	5							15	0
\$0.25	13	6							6	1
\$1.00	21	142						1	148	121
\$2.00		1							1426	1(2)
\$5.00	220	160							160	114
\$10.00	.3	3.							3160	7
\$20.00	12	36							36	52
OTHER \$'s		0							86	
Total Change Fund	1201	1799							12-99	1759
# Tills/Total \$	4/200	4200							Q7698	40200
# Till Orops	TL	TL							Chich	5_
Cust. Recov. Cert.	0	25							25	25
P-Card	Y /(¶)	Y /(N)	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	YIN	(Y) N
# Tip Bags	TL	TL								
Comments:										

Report Store Operating Funds				
Signature:	\$ Amount Entered:			

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION				
Deposit Prep	Deposit to Bank			
Cash Controller O	Taken By Cash Controller: RQ			
Preparing Deposit: Briland	Date to Bank: 4) 10 10			
Start Time: 2:00	Time to Bank: 1248 c			
Deposit Bag #: (27 57 6140	Deposit Bag #: 225 5 7 6 190			
Deposit Witness:	Banking:Witness: (RV)			
Deposit \$: 4954.63	Bank Validated \$:			
Completion Time: 12.30	Bank Validation Time:			
Change Order \$:	Change \$ Received:			
Comments:	Comments:			
Comments:	Comments:			

Deposit Witness confirms that cc initials, completion time, deposit slip amount and seeled deposit bag # are accurately recorded in Deposit Prep section.

[&]quot;Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

Store Manager:	TILL AUDIT #2
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

P/	ARTNER	TIP DROP LOG		
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
2002572	Pim	42769938	The	
1380010		4276939	123	

DM Signature:	Date Reviewed:	
Comments:		
Comments:		

PART	IER'	TIP REM	OVAL (w	eekly)
PARTNER #:			INITIALS:	
CC WITNESS (ma	ndatory):		TIME:	
DROP BAG #'S:			-	

"Witness on tip drop removals trust be the scheduled cash controller

	•	STOR	E COMMU	JNICAT	IONS	•		
DAY	_		D	ATE				
		E State Court	<u>र्वेट्टिक र</u> िक्षिक			The state of the s	official modification	1
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				 .				! !
				IDEO	OTED 4	POTTOM	711	DROP LOG
REGISTER 1	TOP DROP BAG #	TILL	TIME		STER 1	DROP BAG#	CC INITIALS	TIME
NAME	10401818	A 1773		HZ5	NAME	1016	(BV)	745
Brulf	1018	100	195					
				-				
						1/3.1		
	(9,10)			0-37-00-		(3.66)		
REGISTER PARTNER	TOP BAG#	CC C	TIME		PARTNER	DROP BAG #	СС	DROPINGE TIME
NAME		INITIALS	745	CA	NAME		INITIALS	
CH	1014		617	N	ick	1012	80	913
				-				
						1/21		
	.4((5.40)		<u></u>
REGISTER 3	TOP DROP BAG #	TILL	DROP LOG	REG	PARTNER 3	DROP BAG #	CC	L DROP LOC
PARTNER NAME	DROP BAG #	INITIALS			NAME		INITIALS	
				-				
श्चन्त्राचः इ	HO PARKET		がでのまれてのE TIME		PARTNER	DROP BAG #	CC	TIME
PARTNER NAME	DROP BAG #	CC	, iivic	-	NAME		INITIALS	
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							-	-
		-		-				
		+	 			(17.81)		



STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL* 1951.68

A DO NOT DISCRED UPON REMOVAL
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

		→ 0,	AY		DATE	//_				
				SAF	E COUN	IT				:
NAME	OPEN:		MID 1:		MID 2:		MID 3:		CLOSE:	91
SAFE COUNT	START	EMD	START	END	START	END	START	END	START	END
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Cust. Recov. Cert.	~~				1	 	 	 	75	25
P-Card	(b)\(LN	('Y) N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	YIND	(SPIN)
# Tip Bags	Un						 		17_	1
Comments:										

	Report Store Operating	g Funds	. 1
Signature:		\$ Amount Entered:	

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

	DEPOSIT INFORMATION
Deposit Prep	Reposit to Bank
Cash Controller	Taken By Cash Controllar:
Preparing Deposit:	Date to Bank:
Start Time: 9,44	Time to Bank: 12pm
Deposit Bag #: 1371 5 15 63	Deposit Bag #: 7575
Deposit Witness:	Banking Witness:
Deposit \$: 2004	Bank Validated \$ 200 9 . 4
Completion Time: 7670	Bank Validation Time:
Change Order \$:	Change \$ Received:
Comments:	Comments:

^{*}Deposit Witness confirms that co initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

^{**}Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER	TILL AUDIT #2
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

Store Manager:	
Date:	
Partner Name:	
Register ID	-
Over/Short \$:	

P	ARTNER	TIP DROP LOG		
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
· · · · · · · · · · · · · · · · · · ·				
	l			

Date Reviewed:	DM Signature:
 Date Reviewed.	OM Signature: Comments:

PARTN	ER TIP R	EMOVAL (week	iy)
PARTNER #:		INITIALS:	
CC WITNESS (man	datory):	TIME:	
PROP BAG #'S:			

*Witness on tip drop removals must be the scheduled cash controller.



127157563 BOLD DISCORE

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL*____ DO NOT DISCARD UPON REMOVAL STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

CASH MANAGEMENT TROUBLESHOOTING

ISSUE: Till is short opening fund when CC counts down drawer after final use.

Possible Causes:

- · Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.

Register partner dropped funds in wrong drop box.

Solution:

- 1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
- 2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
- 3. Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on Comments section of Safe Count Log.
- 4. The shortage in the change bank must be corrected when the deposit is prepared.

NEXT DAY:

- Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
- Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
- 3. Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on the Comments section of the Deposit Prep Log.

ISSUE: Unassigned till is over opening funds.

Possible Causes:

- · Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

- 1. Using the cash scale in cash calculator mode return the till to opening fund.
- 2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
- 3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
- 4. Record till drop bag in the correct Till Drop section per normal.

NEXT DAY:

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MW S.

ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions. Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions. Solution:

- 1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
- 2. Make a note on the till drop bag that funds/sales media were pulled late.

ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

- Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
- Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS. Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

Solution:

- 1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
- If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
 - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID
 before entering that partner's till funds at the MWS.

NOTE: If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

- 3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS
- If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
- 5. After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).

ISSUE: Consolidated till drop bag funds do not match MWS deposit total:

Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

Solution:

- . Recount consolidated deposit funds using the cash scale in cash calculator mode.
- 2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
- Adjust deposit total to match actual funds on hand and accept deposit.
- Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).

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Week 3 Apr 12 - 18

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen. Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

- Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
- Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
- Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
- Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

- Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
- Count down combined funds from till and drop box using cash scale in cash calculator mode.
- Remove funds in excess of opening fund amount, leaving opening fund amount in till.
- Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
- Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day

Record CC initials and start or end count time on the Safe Count Log.

Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is

Deposit Prep Section Procedure:

- 1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
- Record deposit \$, deposit bag # and completion time.
- Deposit Witness records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
- 4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

- 1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
- 2. Banking Witness records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
- Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

- 1. Follow steps 1-4 of Final Use Till Count.
- Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
- Secure till with verified opening fund in POS drawer or safe.
- Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

- From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
- F1 to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
- Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

- 1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
- Record date on tip drop bag.
- Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
- Secure tip drop bag in inner compartment of safe, behind door 2.
- Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

- Remove tip drop bags from inner compartment of safe (cash controller).
- Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
- Record CC initials as Witness and time.
- Transfer tip drop bags to partner processing tips.
- Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.

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NAME		INITIALS			NAME		INTRALS	
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PARTNER NAME	DROP BAG #	CC INITIALS	1):(0);) 40(E TIME		PARTNER NAME	OROP BAG #	CC INITIALS	TIME
						(8.95)		
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DAY-_____ DATE -___/_/

! .				SAF	E COUN	lT .				
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\$0.05	160	4	7	U						
\$0.10	0	13	13							
\$0.25	0	21	21	18						
\$1.00	102	121	12	127						
\$2.00	Ø	0		18						
\$5.00	43	229	229	205						1
\$10.00	5	Ц	[[13						
\$20.00	71	7)	10						1
OTHER \$'s	\circ	D		6						
Total Change Fund	1799	799	1799	1299						
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P-Card	(PA) Y	YIW	Y)N	76/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	72_	Q	NO	Uń					1	
Comments:			,	1						

1	Report Store Operating Funds	
Signature:	\$ Amount Entered:	

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

	DEPOSIT	INFORMATION	The state of the s
De	pošit Prep		Deposit to Bank
Cash Controller	~ ·	Taken By Cash Controller	Bran
Preparing Deposit: DQ	amon	Date to Bank:	4/12/10
Start Time: 945	A	Time to Bank:	10.104
Deposit Bag #: 1271	574090	Deposit Bag #:	1271576090
Deposit Witness: XX	udjan Dlage	Banking Witness:	
Deposit \$: 1872		Bank Validated \$:	
Completion Time: 955	4	Bank Validation Time:	V
Change Order \$:		Change \$ Received:	
Comments:		Comments:	

^{*}Deposit Witness confirms that cc Initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

^{*}Banking Wilness confirms that the co initials, date and time of co departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	54
Date:	4/12
Partner Name:	Tiff
Register ID	
Over/Short \$:	(.85)
Comments:	

	TILL AUDIT #2
Store Manager:	Marina By
Date:	4/12
Partner Name:	Mayny
Register ID	1+8
Over/Short \$:	+.38
Comments:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

ARTNER	TIP DROP LOG		
INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
73	42710001	人人	10:50
77	42770002		10:50
		ARTNER TIP DROP LOG INITIALS: DROP BAG #: 15 42710001 15 42710002	INITIALS: DROP BAG #: WITNESS (mandatory):

DM Signature:	Date Reviewed:
Comments:	

PARTI	VER '	TIP REM	OVAL (w	reekly)
PARTNER #:	12	71961	INITIALS:	5
CC WITNESS (ma	ndatory):		TIME:	
DROP BAG #'S:				
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9932	90	1 36		
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an2X				
7971				
*Witness on tip dro	p removal	s must be the sch	neduled cash contro	otler

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REGISTER 1 TOP	TILL DROP	re REGIS	TER 1 BO	TTOM	TILL DRO	P LĠG
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Real time. Really easy. Manage your account your way at Chase.com. Get instant access to your account whenever and wherever you want. Sign up today at Chase.com/Chaseonline

My Transaction Summary



Transaction \$125 Account Number Ending In: Checking Deposit

\$1,678.38

\$1,878.38

Cash Amount

JPMorgan Chase Bank, N.A. JPMorgan Chase Bank, N.A.
W Village Abingdon Square, Branch 000219
1-800-935-9935
Nember FDIC, Equal Housing Lender
Please keep your receipt
04/12/2010 10:34



Business Date 04/12/2010 Session #58

Thank ýou - Nerisa Cashbox ‡01

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTALS $\int S/S$

DRB 17939

Cash Management Log
DAY. Tuesday DATE - 4/3/0

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NAME	OPEN: /Z	481EZ	MID 1: Be	LOONA	MIDE:	$\sqrt{}$	MID 3:		CLOSE:	
SAFE COUNT	START	END	START	END	START	END/	START	END	START	END
TIME	57009	11:414	1145A	3300			1			
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\$0.05	4	4	4	4	ч	8	1			
\$0.10	15	12	12	12	V2.	Ø		1	1	-
\$0.25	15	15	75	15	VC	9			1	1
\$1.00	121	121	121	121	121	1295				
\$2.00	_		Ø	\$	9	6/			1	1
\$5.00	226	808	202	202	207	248				
\$10.00	13	13	13	12	IN	1.6				
\$20.00	10	16	16	160	150	18				
OTHER \$'s			Ø	Ø	-6	6				
Total Change Fund	1749	1799	1999	179		. —				
# Tills/Total \$	ACWO	active	4Active	artic	101	dono			1	
# Till Drops			0	72	770	72			1	
Cust. Recov. Cert.	ವಿಽ	25	25_	25	18	90		<u> </u>	1	
P-Card	Y / (1)	Y (N)	Y_(N)	YIN	(X) N	(D), N	Y/N	Y/N	Y/N	Y/N
# Tip Bags		-	Ø	72	UL					
Comments:										

	Report Store Operation	g Funds	
Signature:		\$ Amount Entered:	

	DE	POSIT INFORMATION
	Deposit Prep	Deposit to Bank
Cash Controller		Taken By Cash Controller: Samo
Preparing Deposit:	Drawin GIVES	Date to Bank: 4/13/16
Start Time:	1120A	Time to Bank: 3300m
Deposit Bag #:	1271577595	Deposit Bag #: 127157 595
DepositiWitnessi	x cousted was cheur	Banking Winess X CASTE MITCHELL
Deposit \$:	1749.75	Bank Validated \$: 1749. 75
Completion Time:		Bank Validation Time:
Change Order \$:		Change \$ Received:
Comments:		Comments:

^{*}Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section

	TILL AUDIT #1
Store Manager:	Manna
Date:	412102
Partner Name:	1894
Register ID	12 ()
Over/Short \$:	(1.73)
Comments:	C

PARTNER	TILL AUDIT #2
Store Manager:	
Date:	
Partner Name:	
Register ID.	
Over/Short \$:	
Comments:	

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

P	artner	TIP DROP LOG		,
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
				.,,,,,

DM Signature:	Date Reviewed:	
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PARTNER	TIP REM	OVAL (w	eekly)
PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
ROP BAG #'S:		<u> </u>	
	-		

Cash	Management !	Log
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DAY	-		RE COMM	Q 80348(5) 2	ika Jankaria •			NA.
Па	the UC	YAN						
- J W		<u> </u>						
PARTNER NAME	DROP BAG #	TILL CC INITIALS	DROP LOG		PARTNER NAME	DROP BAG #	CC INITIALS	DROF
Change Change	0982	7.7	8!30	B	2andon	0978	(Pu)	100
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PARTNER NAME	DROP BAG #	CC INITIALS	DROP LOG	RE	PARTNER NAME	DROP BAG #	TIL CC INITIALS	DRO
PARTNER NAME	DROP BAG #	CC INITIALS	TIME		PARTNER NAME	DROP BAG #	CC INITIALS	TI
		 		-			 	1



127157595 BYPRE 1850

1	Τ,		. }	SA	E COU	٧T				
NAME	OPEN:	48lel	MID 1: 60	amon	MID 2:		MID 3:		CLOSE: B	KID CH
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	Siwa	11:119	1150	3an					1930	900/
\$0.01	D	30	30	30	T				126	18/
\$0.05	0	10	10	10			T I		10	8
\$0.10	Ś	13	13	13					13	V)
\$0.25	9	16	110	16					.16	13
\$1.00	128	165	165	165					165	169
\$2.00			Ø	0			ŀ		5	10
\$5.00	805	169	169	149					149	Lay
\$10.00	16	17	H	17					17	16
\$20.00	18	10	1.8	18					18	27
OTHER \$'s			Ø	1/100				T	V100	4100
Total Change Fund		1800	1200	1800					1798	1799
# Tills/Total \$	40W	active	4 retire	Arch					4/1/TAC	MACTEU
# Till Drops	0	0	0	71					77	TL
Cust. Recov. Cert.	23	25	25	25					2.5	25
P-Card	Y (N)	Y /(N)	Y (N)	Y / 🚯	Y/N	Y/N	Y/N	Y/N	Y /000	Y/69
# Tip Bags		9_	2:	77/					TL	17
Comments:	307+92	from des	usit							

	Report Store Operating F	unds	
Signature:		\$ Amount Entered:	
	Attach validated deposit slip/courier slip and dep		
· · · · · · · · · · · · · · · · · · ·	DEPOSIT INFORMAT	ION	The second second

DE	POSIT INFORMATION
Deposit Prep	Deposit to Bank
Cash Controller	Taken By Cash Controller:
Preparing Deposit: CACOMOS Y	Date to Bank: 214 Lo
Start Time: QOSA	Time to Bank: LOAM
Deposit Bag #: 127.575769	Deposit Bag #: 1271575969
Deposit Witness X COUSTED IN FICHEU	Banking Witness: X CRYSTEX MIDICHELL
Deposit \$: 1999 - 2-3	Bank Validated \$: 1999.23
Completion Time: (120A	Bank Validation Time:
Change Order \$:	Change \$ Received:
Comments:	Comments:

^{*}Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

[&]quot;Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

TILL AUDIT #2
-

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	-

P	ARTNER	TIP DROP LOG		
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1247570	1	4277004	17	5.58
Dogwe		17770993	T	5:58
1115931	(80)	4272005	70	90 00
				·

DM Signature: Date Reviewed:	
Comments:	

PARTNER	IP REM	OVAL (w	eekly)
PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

*Witness on tip drop removals must be the scheduled cash controller

		Cash Ma	anageme				-
		STOREG			75.445.84 3 5.63		
DAY	- ////////////////////////////////////		DATE				
learne Town	as a real	ly high	day for	r marked e "had	to thouse	wa T	
<u> </u>		•					
					<u></u>		
							Ĺ
				-			
						<u></u>	¦
			-				
REGISTER 1 T	OP DROP BAG #	TILL DROP		GISTER 1 E	DROP BAG #	Joe -	DROP LOG
NAME	144.829 GU	ÍNITIALS .		DAME	1745096	AUTIALS	
Brips	0456	10	10 4	140 10	0968	(80)	1024
				× 10.7 V			
	(4.37				(15.16)		
REGISTARY	OF BAG#	CC TIME	SIGNATURE CONTRACTOR	CISNELEAS PARTNER	DROP BAG#	์ CC	PICOPIEDE TIME
NAME	74450968	INITIALS		NAME	0962	INITIALS	90
tyany takang	0962			amilto-	1 10	20	1000
7.0							
	(.35)				(.21)		
REGISTER 3		TILL DROP		EGISTER 3 E	BOTTOM DROP BAG #	CC	L DROP LOG
PARTNER NAME	DROP BAG #	CC TIM		NAME		INITIALS	
		म क्वांबिक्षणस् व	\$1000 E-1000	ECHANIER PARTNER	DROP BAG #	CC CC	LIDEO ANOS
PARTNER NAME	DROP BAG #	CC TI	ME	NAME	Dito. Dito.	INITIALS	
						1	
			-	· · · · · · · · · · · · · · · · · · ·	(9.33)	-	

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL* 19721.

127157596 BY NOT DISCURD UPON REMOVAL OF WITH VALIDATED RECT

				GAE	E COUN	T				
NAME	OPEN: Gry	100	MID 1/("L	V (MID 2:	<u> </u>	MID 3:		0,005	
			-			Terre		1		
SAFE COUNT	START /	END '	START	EMD	START	END	START	END	START	END
TIME	づかし	11:459					_ [_		2:30	
\$0.01	iB	10	1.0	10			i i		10	
\$0.05	K	6	6	6					16	5
\$0.10		5	,5	5					5	3
\$0.25	_13.	S	\$.						15	2
\$1.00	165	138	13%	139					138	115
\$2.00]	1	200					1	.0.
\$5.00	159	88	26'	878					88	63
\$10.00	16	17	L7	17					117	17
\$20.00	2	43	5	47					43	54
OTHER \$'s	12100	11/100	(4)	1/100					1100	1100
Total Change Fund	1799	ars	12X	1800					1800	
# Tills/Total \$	4 <i>(200</i>)	active	an	both					WHOD	l
# Till Drops	O		U	160					Ti	
Cust Recov. Cert.	26	SS	2.5	20					28	
P-Card	Y/N	Y / (Q)	₹Y N	C'KĬ N	Y/N	Y/N	Y/N	Y/N	Q)/N	Y/N
# Tip Bags		3		IIJ					14	
Comments:				- 1						

,	. Report Store Operating Funds	;
Signature:	\$ A	mount Entered:

	DEPOSIT	INFORMATION	100
-Beposit F	ređ	6	Deposit to Bank
Cash Controlle		Taken By Cash Controller:	
Preparing Deposit		Date to Bank:	4-15
Start Time:	11.01	Time to Bank:	2:48
Deposit Bag #: フー	578441	Deposit Bag #:	1271575997
Deposit Witness	Statistical application exitat	Banking Witness:	onial will be a control of the contr
Deposit \$: 200	3.01	Bank Validated \$:	2663. O
Completion Time: 11 - 2		Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:		Comments:	
		L	

^{*}Deposit Wilness confirms that co initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

^{**}Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER	TILL AUDIT #2
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	
	1

P/	PARTNER TIP DROP LOG					
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:		
1115931	(PQ)	42770066	TEQ	1015		
		·				

DM VERIFICATION			
DM Signature: Date Reviewed:			
Comments:			

PARTNER TIP R	EMOYAL (we-	7)
PARTNER #:	INITIALS: -	
C WITNESS (mandatory):	TIME:	
rop bag #'\$;		-

		SIO	KE (COM)	MUNICATIONS		Fortist.	23.12
A Shiet DA'	Y- Wide	X5_	30	DATE - 4)	6/10	Paraganasi	
* 7.2% XI W. 44 I+ 47	<u>an an a</u>		<u>. 11 4</u>	n asi Dialist (ASS) Me I	<u> </u>	A COMPANY OF BUILDING	<u> </u>
·							
			.,.,				

			*******	*			
					<u></u>		
	····						
	, · · · · · · · · · · · · · · · · · · ·						
				- 10-10-10-10-10-10-10-10-10-10-10-10-10-1			
REGISTER 1	TOP	TILL	ROP LOG	REGISTER 1	BOTTOM	TILL	DROP LO
PARTNER NAME	DROP BAG #	CC INITIALS	TIME	PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Heather *	0954		30M	DAVIS SHAN	A 0948	KD	1000
		0			<u> </u>		
		+	-			 	
	1						
	(22.80)		***************************************		20.05	ANALURIA HONDONIA	estante de la constante de la
CENTAL PARTNER	DROP BAG #	CC C	TIME	PARTNER	DROP BAG #	CC T	DROPILO TIME
NAME		INITIALS		NAME		INITIALS	54
TIFFANY	0150	12	24SP	Manny DAV	5 0946	(00)	170
				5-10-1-10	5 0 110		
						1 1	
	528.01				(524.77.)	-	
REC STER 3		TILL	DROP LOG	REGISTER 3	BOTTOM	TILL	DROP LO
RTNER NAME	DROP BAG #	CC INITIALS	TIME	PARTNER NAME	DROP BAG #	CC INITIALS	TIME
	- 					+	
							-
		- Anna Carrier Constant	NAMES OF THE OWNERS	5 (1 m) a 17 a land ad a 127	Color San Caracter Barbara		Defendante beise
PARTNER	# DROP BAG		TIME	PARTNER	DROP BAG #	CC	TIME
NAME		INITIALS		NAME		INITIALS	
-						 	
	_	+			(1.45)		



STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL* DO NOT DISCARD UPON REMOVRL STAPLE TO CHSH MANAGEMENT LOG WITH VALIDATED RECEIFT 127157594

DRB 17950

			<u> </u>	SAF	E COUN	T .	•			
NAME	OPEN: N	Se)	MID 1: 12/2	amor	MID 2:		MID 3:		CLOSE: /	670
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5009	10:509	105PA	345 pm					345	1000
\$0.01	0	0	Ø	24				1	24	20
\$0.05	_5	5-	5	8.					18	R
\$0.10	3	3	3	14					14	14
\$0.25	2	J	2	16					16	ið
\$1.00	115	115	115	127					127	129
\$2.00			ø	Ø				1	-0	0
\$5.00	63	63	63	267					267	249
\$10.00	17	L 17-	17	9				\	~	S
\$20.00	54	54	54	0					0	86
OTHER \$'s	12400	1(100)	1/100	0					0	À
Total Change Fund	1825	1885	1825	1800					1800	1800
# Tills/Total \$	4 CM	adure	4Active	2 Act 2 fee					4/200	4/200
# Till Drops	0.	O	Ø	TZ					TL	Th
Cust. Recov. Cert.	<i>2</i> 5	ÐS	25	25					25	38
P-Card	Y /(N)	Y/(1)	Y,/80	Y (N)	Y/N	Y/N	Y/N	Y/N	YIO	Y /ON
# Tip Bags	-		4	12					TL	TZ
Comments:			added 5	to depos	<i>†</i> .					

	Report Store Operating Funds
Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

	DEPOSIT INFORMATION					
, , ,	Deposit Prep		Deposit to Bank			
Cash Controller	A _	Taken By Cash Controller:	Blamon			
Preparing Deposit:	Plawon	Date to Bank:				
Start Time:	IIa	Time to Bank:				
Deposit Bag #:	127157640	Deposit Bag #:	127157610			
Deposit Witness:		Banking Witness:	X De la			
Deposit \$:	1950.01	Bank Validated \$:	1956-01			
Completion Time:	111514	Bank Validation Time:				
Change Order \$:		Change \$ Received:				
Comments:		Comments:				

^{*}Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

PARTNER	TILL AUDIT #1
Store Manager:	75
Date:	X16
Partner Name:	Mayon
Register ID	2 hotor
Over/Short \$:	-(526.77)
Comments:	0
i Ropped i	n Wlong DX

PARTNER	TILL AUDIT #2
Store Manager:	139
Date:	4/16
Partner Name:-	FIFFANN
Register ID	2008
Over/Short \$:	+528.07
Comments:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	416
Partner Name:	Heather
Register ID	ITER
Over/Short \$:	-(22.80)
Comments:	
Deopped	in WRONGBOX

P	ARTNER	TIP DROP LOG		
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
111.5925	(B9)	1277007	82	11:15

I VERIFICATION	•	
Date Reviewed:		

PARTNER	TIP REM	OVAL (w	eekly)
PARTNER#;		INITIALS:	
CC WITNESS (mandator	():	TIME:	
DROP BAG #'S:			

'Witness on lip drop removals must be the scheduled cash controller.

		STORE COM	NUNICATIONS		
DAY	- SANC	day	DATE - 4-11	7/10	
		()	प्रश्नृत्व अरः कृष्णा <u>रिक्ष्युक्त के</u> न्द्रिक्ष केन्स्	Sale and Market and profit	artistis, or a second testine
					-
	w				
REGISTER 1	TOP DROP BAG #	TILL DROP LOG	REGISTER 1	BOTTOM DROP BAG #	TILL DROP LC
NAME	GANA	INTIALS JON	Drambos	6938	INITIALS
DAVIS	0134	(ga) ISPM	210(703411	700	
,					
					
धन्तरमञ्ज		TILL DROP LOG	FIRE STATES	[2(9) (0) (5)	TIELDROPIE
PARTNER NAME	DROP BAG #	CC TIME	NAME	0.04=	INITIALS
NICOLA J	0940	145 PU	Manny	0942	(B) 245
· · ·	0934	10.5			
REGISTER 3	TOP	TILL DROP LOG	REGISTER 3		TILL DROP LO
PARTNER NAME	DROP BAG #	CC TIME INITIALS	PARTNER NAME	DROP BAG #	CC TIME INITIALS
`					
(अ:E1(र्ह्म)		TIBLDROPHOE	<u> </u>		TILLDROP
PARTNER NAME	DROP BAG #	CC TIME INITIALS	PARTNER NAME	DROP BAG #	CC TIME INITIALS



STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL * 1726.

DO NOT DISCARD UPON REMOVAL
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

27157610



				SA	FE ÇOUN	IT.				
NAME	OPEN: 31	lawon	MIDL		MID 2:		MID 3:		CLOSE: 3	eigaet
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	(OAM	250pm		1					2500M	10:00
\$0.01	20								16	10
\$0.05	8	16							1 8	3
\$0.10	14	12							12	10
\$0.25	12	7							7.	14
\$1.00	129	111							111	49
\$2.00	Ø	Ø						-	1-0-	-8
\$5.00	249	235							235	172
\$10.00	9	12							12	1/2
\$20.00	Ģ	\neg					1	T	7	28
OTHER \$'s	0	0							10	-8-
Total Change Fund	1800	1700							1700	1700
# Tills/Total \$	7/200	4 Active						-	4/ACTIVE	1/200
# Till Drops	16	TL							TU	TL
Cust. Recov. Cert.	25?	25%							22	21
P-Card	Y KOD	Y/W	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/(V)	Y(N)
# Tip Bags	12_	5							TL	72
Comments:										

Report Store Operating Funds					
Signature:		\$ Amount Entered:			
			<u> </u>		

DEPOSIT INFORMATION					
Deposit Prep	Deposit to Bank				
Cash Controller	Taken By Cash Controller: Dlancon Gives				
Preparing Deposit: Danon (185	Date to Bank: 4 17 10				
Start Time: 1620 A	Time to Bank:				
Deposit Bag #: 21157 (4082	Deposit Bag #: 127157 6082				
Deposit Witness:	Banking Witness:				
Deposit \$: 1954.25	Bank Validated \$: 1954, 25				
Completion Time: (D30A	Bank Validation Time: 1246				
Change Order \$:	Change \$ Received:				
Comments:	Comments:				

^{*}Deposit Witness confirms that co minals, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

[&]quot;Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

	TILL AUDIT #1
Store Manager:	BRANCON
Date:	417/10
Partner Name:	TIFFANG
Register ID	200
Over/Short \$:	
Comments:	

Store Manager:	Brandon BRIDA
Date:	
Partner Name:	Heather
Register ID	TOP
Over/Short \$:	* ' '

PARTNER	TILL AUDIT #3
Store Manager:	- BRINGA BEID
Date:	4/17/10
Partner Name:	Manny
Register ID	2 Bottom
Over/Short \$:	
Comments:	

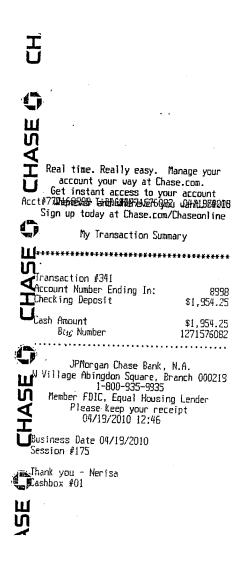
P	ARTNER T	IP DROP LOG		
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:

DM Signature:	Date Reviewed:	
Comments:		

	TIP REMOVAL (weekly)
PARTNER #:	INITIALS:
CC WITNESS (mandatory)	: TIME:
DROP BAG #'S:	1
	`

Cash	Mana	ıgement	Log
------	------	---------	-----

			_	ement Log			
, , , , , , , , , , , , , , , , , , ,		STO	RE COMM	UNICATIONS			7 7 7 7
DAY	-	· · · · · · · · · · · · · · · · · · ·	D	ATE -	Commence and the control of the cont	<u>, ru</u> s enempe	
L . Al	+ (1 1	2 safe	that wa	s \$100 sha		<u> </u>
Place in	Tint who	iteel (1 10 .d	leposit.	3 V 100 VN)1 68	
· rase or	zius i win	کا بینی	and the second	1			
Also use t	he new u	hite	binde	r that sa	ess "Brand	on " Ro	<u> </u>
mackouts	. Ang qu	restic	ons on	divell c	all to some	en I	pot
it Cya	18- BD'						——-i
	Ct 14	h -	, F		7 (1)	1 1	
Someone la	th this	Key	in the	bathroom	1. They 11 p	robabl	41
be back							
							j
					<u> </u>]
			· · · · · · · · · · · · · · · · · · ·				
REGISTER 1 T	OP DROP BAG #	CC TILL	DROP LOG	REGISTER 1	DROP BAG#	CC	TIME
NAME FOOTOG	001	MALS	216	NAME	0922	INITIALS	10
Bridge	3934	(ED)	10:00				
· · · · · · · · · · · · · · · · · · ·							
							!
				<u> </u>	N-Veltarely (0R02 K0G
HEER PARTNER	DROP BAG #	CC	TIME	PARTNER	DROP BAG #	СС	TIME
NAME	7031	I DE TARES	0:10	ISI COLA	0928	BOD	1008
	0(0)	(7)	(200)				
Tamina	0926	0	(000)				
,							
	OP *			REGISTER 3	RECTTOM		. DROP LOG
REGISTER 3 T	DROP BAG #	CC	TIME	PARTNER NAME	DROP BAG #	CC INITIALS	TIME
NAME		INITIALS					
	re): where we		Morral above	::बर्ध े	Malola (e) (less	i i.	धनः ।
PARTNER NAME	DROP BAG #	CC INITIALS	TIME	PARTNER NAME	DROP BAG #	CC INITIALS	TIME
			+				



STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL\$----

DO NOT DISCARD UPON REMOVAL STAPLE TO CHSH MANAGEMENT LOG WITH VALIDATED RECEIPT

DAY-	DATE - / /

				SA	FE ÇOUI	IT.				
NAME	OPEN (PY	MID 1:		MID 2;		MID 3:		CLOSE:	8 ®
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	orm	0:30							230	1000
\$0.01	10	10							10	1 2
\$0.05	1 2	18							8	7
\$0.10	13	10							10	88
\$0.25	H	14				-	-		4	-0
\$1.00	40'	220			1				49	25
\$2.00	6	6			1	1			1	10
\$5.00	172	152					1		172	139
\$10.00	lia	13		1		T	<u> </u>		112	15
\$20.00	33	33							33	#4
OTHER \$'s	6	6							10	10
Total Change Fund		1/800							1300	1805
# Tills/Total \$	Henry								4/200	4/200
# Till Drops	110	8							TZ	TL
Cust. Recov. Cert.	12/	1							21	81
P-Card	N,(Y)	(Y)/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	MOM	Y 100
# Tip Bags	MO	8	Ĭ.						16	172
Comments:										
	1						ļ		-	

Report Store Operating Funds					
Signature:	\$ Amount Entered:				

DEPOSIT INFORMATION					
Denoeit Prep	Deposit to Bank				
Cash Controller	Taken By Cash Controller:				
Preparing Deposity ()	Date to Bank 4118				
Start Time:	Time to Bank:				
Deposit Bag #: [2715] (05)	Deposit Bag #: / 2-1 / Color				
Deposit Witness:	Banking Witness Light Search				
Deposit 8.7 614	Bank Validated \$: 2517-2				
Completion Time: / \\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	Bank Validation Time: 254 I				
Change Order \$:	Change \$ Received:				
Comments:	Comments:				

^{*}Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

PARTNER	TILL AUDIT #1
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER	TILL AUDIT #2
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

P	ARTNER	TIP DROP LOG		
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1479572	M	92770009	(B)	3
1479572	ИĎ	4277 0008		3

DM Signature:	Date Reviewed:	
Comments:		

PARTI	VER T	TIP REM	OVAL (w	eekly)
PARTNER #:			INITIALS:	
CC WITNESS (ma	ndatory);		TIME:	
DROP BAG #'S:				
_				
			,	
"Witness on tin dro	o removats	s must be the sch	eduled cash contr	oller.



STARBUCKS C(FFEE COMPANY DEPOSIT RECORD GRAND TOTAL\$__ DO NOT DISCARD UPON REMOVAL STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

127157607

CASH MANAGEMENT TROUBLESHOOTING

ISSUE: Till is short opening fund when CC counts down drawer after final use.

Possible Causes:

- · Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- · Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

Solution:

- 1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
- 2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
- 3. Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on Comments section of Safe Count Log.
- 4. The shortage in the change bank must be corrected when the deposit is prepared.

NEXT DAY:

- Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from
 the previous day to determine which Register ID was associated with the change bank shortage.
- Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
- 3. Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on the Comments section of the Deposit Prep Log.

ISSUE: Unassigned till is over opening funds.

Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

- 1. Using the cash scale in cash calculator mode return the till to opening fund.
- 2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
- Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "cxtra funds drop" on the till drop bag.
- 4. Record till drop bag in the correct Till Drop section per normal.

NEXT DAY:

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MW S.

ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions. Solution:

- 1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
- 2. Make a note on the till drop bag that funds/sales media were pulled late.

ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.

Possible Cause: Register partner rang very few transactions and received no 20's or sales media. Solution:

- Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
- Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag
 in the safe.

ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS. Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- · Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

Solution:

- 1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
- If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
 - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID
 before entering that partner's till funds at the MWS.

NOTE: If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

- If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the
 contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the
 MWS
- If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
- After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).

ISSUE: Consolidated till drop bag funds do not match MWS deposit total:

Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- · An error was made when counting funds.

Solution:

- Recount consolidated deposit funds using the cash scale in cash calculator mode.
- 2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen
- 3. Adjust deposit total to match actual funds on hand and accept deposit.
- 4. Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).

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Week 4 Apr 19 - 25

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen. Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

- 1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
- 2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
- 3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
- 4. Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

- 1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
- Count down combined funds from till and drop box using cash scale in cash calculator mode.
- 3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
- 4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
- 5. Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

- 1. Record CC initials and start or end count time on the Safe Count Log
- Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

- 1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
- Record deposit \$, deposit bag # and completion time.
- 3. Deposit Witness records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
- 4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

- Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the
 deposit is processed.
- Banking Witness records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag
 # are accurate and recorded in the Deposit to Bank section.
- Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

- 1. Follow steps 1-4 of Final Use Till Count.
- Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
- Secure till with verified opening fund in POS drawer or safe.
- 4. Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

- 1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
- F1 to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total
 Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating
 Funds" and sign off.
- Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

- 1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
- Record date on tip drop bag.
- 3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
- Secure tip drop bag in inner compartment of safe, behind door 2.
- 5. Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

- 1. Remove tip drop bags from inner compartment of safe (cash controller).
- 2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
- 3. Record CC initials as Witness and time.
- Transfer tip drop bags to partner processing tips.
- 5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.

. STORE COMM	IUNICATIONS						
DAY-	DATE-						
Memory Jone it my close is and it got really large. Too didn't set up the Bold appropries	tating Shana called of bueig for just ne + toute o for today. Again my						
Oh no Ge Sate is over \$5.0 then! Please find it. It's or	Oh no lese Sate is over \$5. One of the tills is over then! Please find it. It's or ready 939!! They						
> MANAMANAMA QUIROR	(Need for discussion)						
REGISTER 1 TOP TILL DROP LOG PARTNER DROP BAG # CC TIME	REGISTER 1 BOTTOM TILL DROP LOG PARTNER DROP BAG# CC TIME						
Brandon 9418 899 CH Spm	NAME INITIALS						
REGISTER 2 TOP PARTNER DROP BAG # CC TIME NAME TIFFAM TIFF	REGISTER BOTTOM JULEURO, 21006 PARTNER DROP BAG # CC TIME NAME INVAO TAMILLA 14750873 CO Sem						
	REGISTER 3 BOTTOM TILL DROP LOG						
REGISTER 3 TOP TILL DROP LOG PARTNER DROP BAG # CC TIME NAME INITIALS	PARTNER DROP BAG # CC TIME INITIALS						
RECISIER 4. 102 . TILL DROPLEG PARTNER DROP BAG # CC INITIALS NAME INITIALS	PARTNER DROP BAG # CC TIME NAME INITIALS						

,				SAI	E COUN	IT				
NAME	OPEN: B	hooh	MID 1:		MID 2:		MID 3:		CLOSE(4)	
SAFE COUNT	START	END	START	END	START	END	START	END	START END	
TIME	510A	2300								
\$0.01	2	22							22 20	
\$0.05	7	7	·						17 10	_
\$0.10	7	19							19 13	
\$0.25	0.	20							190117	
\$1.00	25	125							12 150	e l
\$2.00	#								6	
\$5.00	139	238							1238 22	Ц
\$10.00	15	IA							114 18	
\$20.00	44								1 9	
OTHER \$'s	0	Ø	l						16 4	
Total Change Fund		1805							1180811780	71
# Tills/Total \$	4/200	4Act							bar acto	씯
# Till Drops	_	100							199	Ω
Cust. Recov. Cert.	21	17							111	
P-Card	Y/N)	YN	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	ATIO (KIV	1
# Tip Bags	772.	0								\perp
Comments:										

Report Store Operating Funds						
Signature:		\$ Amount Entered:				

	DEPOSIT	NFORMATION	
	Deposit Prep		Deposit to Bank
Cash Controller		Taken By Cash Controller.	Blamon Gices
Preparing Deposit:	Brandon GILES	Date to Bank:	4/19/10
Start Time:	Iom /	Time to Bank:	215pm
Deposit Bag #:	127157597	Deposit Bag #:	127157597 (1)
Deposit Wilness:	Para Cara La	Banking Witness:	
Deposit \$:	1787.47	Bank Validated \$:	M81.41
Completion Time:	1230m	Bank Validation Time:	842
Change Order \$:	7.	Change \$ Received:	
Comments:		Comments:	
		İ	

[&]quot;Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER	TILL AUDIT #2
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

! P	ARTNER	TIP DROP LOG	·	
PARTNÉR #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1688002	T.L.	42770048		831 pm
1688002	T.C.	42770050		8:31 pm
				1
			F ₂ ,	
			4	

	DM VERIFICATION
DM Signature:	Date Reviewed:
Comments:	

PARTI	VER T	TIP REM	OVAL (w	reekly)
PARTNER #:	168	১ 069	INITIALS:	4
CC WITNESS (ma	ndatory):	X	TIME:	12:22
DROP BAG #'S:		7)		
42770	003	\cup		
4277	0009			
42770	0005			
42770	0004)		
4277	900 g			
42770	100			
427701	700			
"Witness on tip dro	p removal	s must be the sch	eduled cash contr	oller